

Rigby City Library Lost and Found Policy

Rigby City Library (Library) is not responsible for the security of personal items brought into the library.

The Library will attempt to notify patrons of materials left behind in the building or in the book drop if there is identification. However, the Library holds no responsibility for these items.

The Library is not responsible for personal belongings left unattended anywhere on Library property. Personal items left by patrons are subject to disposal.

Unclaimed items are managed in accordance with the following guidelines:

- Hazardous and perishable items such as: food, personal care items, water bottles, baby bottles, etc. will be disposed of immediately.
- Found items will be dated and stored at the circulation desk for a period of fourteen (14) days. Reasonable attempts will be made to contact the owners to reclaim lost items, after which they become Library property

If the owner of a Lost and Found item visits the Library and satisfactorily identifies the item, it will be returned to its owner.

Unclaimed identification documents and items, including credit cards, wallets, and laptops, will be forwarded to the Rigby City Police Department by the end of the next business day.

After fourteen (14) days, unclaimed books and money will be considered donations to the Library.

After fourteen (14) days, clothing will be disposed of or donated to a charity as appropriate.

Adopted by the Rigby City Library Board of Trustees on: 8/6/2024